

# **Department of Finance – Executive Budget Office**



## **Functional Analysis & Records Disposition Authority**

**Presented to the  
State Records Commission  
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# **Functional and Organizational Analysis of the Department of Finance – Executive Budget Office**

## **Sources of Information**

- Representatives of the Executive Budget Office
- Records Disposition Schedules of the Budget Division, Department of Finance (1987)
- Code of Alabama 1975 § 41-4-80 through § 41-4-96; § 41-15-2
- Code of Alabama 1975 § 16-15-6, § 41-19-5, and § 41-19-6, as amended
- Constitution of 1901, Amendments 26 and 448
- Website of the Executive Budget Office (<http://budget.alabama.gov/>)

## **Historical Context**

The Department of Finance was established in 1939. The Code of Alabama 1975 § 41-4-80 through -96 (also known as the Fletcher Budget Act) established state budgeting authority and procedures, originally under a Division of the Budget. The Budget Management Act of 1976 (Code of Alabama 1975 § 41-19-1 through -12) greatly expanded the scope of budget authority and financial management. It required the Department of Finance to assist the governor and state agencies in financial planning, to develop budget submission packages, to review operations plans, and to report quarterly to the governor and the legislature on the state's fiscal operations. Although a budget division or office has always performed these responsibilities, between 2005 and 2011 a separate Executive Planning Office administered the statewide, strategic planning/budgeting system known as SMART Governing. That office is now defunct, so the Executive Budget Office has resumed primary responsibility for budgetary functions.

## **Agency Organization**

The Executive Budget Office is a division of the Department of Finance and operates under the direction of the Assistant Finance Director for Fiscal Operations/State Budget Officer. This officer is appointed by the finance director, with the approval of the governor. The office's staff consists of an administrative assistant, budget analysts, staff budget analysts, and a chief budget analyst.

## **Agency Function and Subfunctions**

The mandated responsibilities of the Executive Budget Office are to prepare and administer the governor's budget proposal; to assist all state departments, boards, bureaus, commissions, and postsecondary institutions, as well as certain private entities, in preparing their annual budget requests; to administer and supervise the execution of the budget, including the enforcement of penalties for violations of applicable rules, laws, or regulations; to furnish information for and assist in drafting the general revenue bill and all appropriations bills; and to prepare any comparative studies and reports required by the governor or the finance director. Its operations are subject to Constitutional Amendment 26, which prohibits deficit spending, and Constitutional

Amendment 448, which requires the governor to submit the executive budget proposal to the legislature on or before the second legislative day. Formerly, the budget division was also charged with assisting to administer the Public School and College Authority and the Junior College and Trade School Authority. Those duties are now performed by the finance department's Division of Debt Management and the Alabama Department of Postsecondary Education, respectively. The office's activities fall under the Administrative Support Operations function of Alabama government.

Under this function, it may engage in the following subfunctions:

- **Budgeting.** The Executive Budget Office prepares initial budgetary information for the governor and finance director, based on estimated revenue, review of appropriation acts, and fiscal analysis. It receives budget requests, based on projected expenditure, from each budgeted entity (state agencies, postsecondary institutions, certain private agencies that receive state funding), usually in the month of November. Any agency late with its request risks being excluded from the governor's budget. After all requests are in, the office prepares a tentative executive budget, not later than the first day of the second month preceding the regular legislative session. During this process, the staff prepares an estimate of revenue, with input from the revenue-collecting agencies and an economist from Auburn University Montgomery's Center for Government and Public Affairs. Once the tentative budget is transmitted to the governor, executive budget hearings allow agency heads the opportunity to discuss their requests and answer questions from the finance director and governor. The final executive budget "represents the Governor's judgment and recommendations for meeting the... needs of state government as well as... the needs of the citizens, court orders, and statutory mandates." It is transmitted to the legislature on the opening or second day of the regular legislative session.
- **Assisting, Monitoring, and Reporting.** Throughout the fiscal year, Executive Budget Office staff members administer and supervise the execution of all budgeted entities' appropriations and revenue. They assist entities to develop operations plans; monitor spending patterns to ensure compliance with approved plans; and process revisions to operations plans, based on changes in programs or spending patterns approved by the governor or State Budget Officer. They prepare legislative bills, substitutes, and amendments as requested by the governor, finance director, or other administration officials. They provide up-to-the minute information on bill status and the effect of certain legislation on state government finances.
- **Administering Internal Operations.** A significant portion of the office's work includes general administrative, financial, personnel, and claims processing activities performed to support its business operations.

**Managing the Agency:** Activities involved in managing the agency may include internal office management activities such as corresponding and communicating; scheduling; meeting; creating policies and procedures; reporting; litigating; legislating (drafting, lobbying, tracking); publicizing and providing information; managing records; and managing information systems and technology.

**Managing Finances:** Activities involved in managing finances may include the following: budgeting (preparing and reviewing the budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

**Managing Human Resources:** Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

**Managing Properties, Facilities, and Resources:** Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining agency property, including vehicles.

# Analysis of Record Keeping System and Records Appraisal of the Department of Finance – Executive Budget Office

## Agency Record Keeping System

The Executive Budget Office of the Alabama Department of Finance operates a hybrid system composed of a computer system and a paper record-keeping system.

**Paper-based Systems:** Staff keep and file print copies of records pertaining to daily business.

**Computer Systems:** Currently, the Executive Budget Office uses the Central Accounting System (CAS), a state-level financial management system, as well as the automated applications (Excel templates) on its website (<http://www.budget.alabama.gov>), for budgetary control and financial reporting. State agencies are required to submit Operations Plans, Budget Request Packages, and Quarterly Performance Reports through the office's website. Postsecondary institutions use the site for Quarterly Performance Reports, but submit operations plans and budget requests in paper format. Computerized records are backed up on an offsite server. Beginning on October 1, 2015, plans call for all Department of Finance divisions to adopt the State of Alabama Accounting and Resource System (STAARS), "a single software solution to modernize the State's accounting, procurement, personnel, payroll, budget and reporting functions across all state agencies."

## Records Appraisal

The following is a discussion of the three categories of records created and/or maintained by the Executive Budget Office, Department of Finance: Temporary Records, Permanent Records, and Records No Longer Created.

**I. Temporary Records.** Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some temporary records created by the office are discussed below:

- **Budget Request Packets.** This series consists of request forms completed by state agencies, postsecondary institutions, and other budgeted entities. Request packets are submitted to the office staff, which analyzes and edits them for inclusion in the governor's executive budget proposal. The packets serve as the working copy of each entity's budget request. State agencies must submit their requests through the automated budget application on the office's website. Postsecondary institutions may complete their requests using the Excel spreadsheets, but they submit a paper version to the office.

State agencies use the following forms: EBO Form 1 (Estimated Condition of Funds), EBO Form 2 (Summary Budget Request), EBO Form 3 (Capital Expenditures), EBO Form 5 (Summary of Program or Activity), and EBO Form 6 (Personnel Classification). These forms provide information on various categories of expected revenue and

expenditure, based on a three-year period: the previous fiscal year, the current fiscal year, and the upcoming fiscal year for which funds are being requested.

Request packets for post-secondary institutions are in a different format, adapted for colleges and universities, but provide similar kinds of information on expected revenues and expenditures. The forms include PSE Form 14 (Financial Summary), PSE Form 14A (Hospital Financial Summary), PSE Form 17 (Personnel), and PSE Form 18 (Capital Assets Requests).

Budget request packets are essential to the Executive Budget Office in completing each fiscal year's executive budget. Although not audited, they have ongoing utility for reference purposes. Under its original schedules, the Executive Budget Office retained these records in-house for two years, and three years at the Records Center. They are appraised here as "Retain 5 years," primarily for reference use. RDAs of submitting state agencies and postsecondary institutions call for their copies to be retained "3 years after the end of the fiscal year in which the records were created." The office's annual instructions for preparing budget request packets—which are appraised as permanent—fully document the principles governing its budgeting assistance to state agencies and other entities.

- **Revenue Forecasting Files.** The Executive Budget Office uses these records to prepare annual and monthly forecasts of the amount of revenue the state can expect to receive. Projections are completed for the Alabama State Educational Trust Fund, the General Fund, the Children First Trust Fund, and the Special Mental Health Trust Fund. Included in the series are copies of finance director's correspondence, working papers used in detailing revenue forecasts, and any other financial data needed to make the projections. Modern forecasts are in electronic format. Although these records are not appraised as permanent, the office retains them indefinitely for long-term reference use. They are assigned a disposition of "Retain for useful life."
- **Revenue Sharing Interest Files.** When this series was created in the 1970s, it pertained to state and federal revenue sharing projects. Later files documented the sharing of interest generated by funds held in trust for the Highway Department. Funds from that interest were apportioned at the governor's discretion, often to small towns, schools, volunteer fire departments, and other non-profit organizations. Currently, the Treasurer's Office sends the interest earned on revenue sharing deposits to the Executive Budget Office. The transfers originally occurred monthly, but they have become intermittent with the decline in interest rates. Upon receipt, the staff prepares cash transfers to move revenue sharing interest to the General Fund and Governor's Contingency Fund. While it has files dating back to 1994 that document this process, the office retains no other records of state or federal revenue sharing. Such records were originally appraised for 25-year retention, but these files do not document gubernatorial decisions. The office does not believe they have been audited, so appraisal staff recommends a "1 year after audit" disposition once that audit has occurred.

**II. Permanent Records.** The Government Records Division recommends the following records as permanent.

## **Budgeting**

- **Executive Budget.** This series consists of the published version of the budget proposed by the governor for legislative approval. Part I includes the governor's budget message, an account of the state's bonded indebtedness, a summary of recommended appropriations, and an estimate of forthcoming state revenues. Part II details the requested appropriations for each budgeted entity by standard classifications of expenses (such as personnel costs, operating expenses, grants and benefits, capital outlay, equipment purchases, and transportation costs), and the governor's recommended appropriation. Part III consists of appropriation and revenue bills that implement the recommendations made in Parts I and II. These indicate the programmatic appropriation for each entity and the source of funds from which each appropriation will be paid. Appropriation recommendations are subject to alteration by the legislature. The Executive Budget Office prepares the governor's executive budget, using budget request packets submitted by state agencies, postsecondary institutions, and other budgeted entities. This record offers primary documentation of the office's assistance in fulfilling the governor's mandated responsibility to present a budget to the legislature. **(Bibliographic Title: Executive Budgets)**
- **Budget Request Packet Instructions.** The Executive Budget Office issues instruction booklets annually to educate state agency and postsecondary education officials in preparing their annual budget requests. They contain the state's program structure, including functional areas, a flow chart of the state's budgetary system, general information, expenditure categories, an overview by each step, detailed budget instructions, and sample forms. Agencies are required to submit their budget requests to the office by November 1 each year. These records provide the primary documentation of principles governing the office's assistance to budgeted entities in preparing their annual budget requests. They are appraised as permanent. **(Bibliographic Title: Budget Request Packet Instructions)**

## **Assisting, Monitoring, and Reporting**

- **Operations Plan Instructions.** The Executive Budget Office issues instruction booklets annually to educate state agency and postsecondary education officials in preparing annual operating plans and interim reports. They contain highlights of the fiscal year's appropriations, copies of all needed forms, general financial information, lists of expenditures by object code, and detailed, step-by-step instructions. As with budget packet instructions, these records provide primary documentation of the principles governing the office's assistance to and supervision of budgeted state entities in administering allotted funds. They are appraised as permanent. **(Bibliographic Title: Operations Plan Instructions)**



- **Operations Plans.** Upon approval of the state budget, and before the beginning of the new fiscal year, each state agency, postsecondary institution, and other budgeted entity must submit an annual operations plan, showing projected, quarterly expenditures for personnel, employee benefits, travel, supplies, equipment, etc. Expenditures for any one object code may not exceed the total annual amount budgeted. The plan must also identify the budgeted entity's funding sources for the fiscal year. An operations plan for each activity and appropriation unit must be approved by the agency head and compiled into an agency operations plan, representing the agency's annual operating budget for the fiscal year. Under the Budget Management Act, the Executive Budget Office "review[s] each operations plan to determine that it is consistent with policy decisions of the Governor and appropriations by the Legislature, that it reflects proper planning and efficient management methods and that appropriations have been made for the planned purposes and will not be exhausted before the end of the fiscal year." If a plan fails to meet these criteria, it must be revised. The finance director may also modify or withhold planned expenditures if they are greater than needed to execute programs authorized by the governor and legislature, or if state revenue is insufficient to meet the expenditures involved. Postsecondary institutions complete operations plans using the relevant forms on the office's website, but they submit their plans in paper format. State agencies submit plans and reports electronically, using the ISD-created application. The following forms are submitted for operations plans:

**EBO Form 8/EBO Form 20 (Operations Plan):** Forms 8 and 20 are used, respectively, by state agencies and postsecondary institutions to create operations plans for each appropriations unit, activity, or fund. EBO Form 9 (Employee Staffing Plan) and EBO Form 21 (Budgeted Expenditures and Transfers Details for postsecondary institutions) are supplemental forms for operations plan creation.

**EBO Form 10 (Quarterly Performance Report):** The Budget Management Act (Section 41-19-10, Code of Alabama 1975, as amended) mandates that the Department of Finance report quarterly to the governor and legislature on the operations of each budgeted entity. Therefore, the Executive Budget Office requires each entity to submit a Quarterly Performance Report, comparing budgeted performance indicators with actual figures on a quarterly basis. Quarterly Performance Reports are posted, collectively, back to FY 2010 on the office's website. The original forms submitted by budgeted entities have no long-term utility to the office.

During each fiscal year, operations plans, reports, and forms are essential for carrying out the office's mandated responsibility to monitor all budgeted entities and report on state finances to the governor and legislature. Like budget request packages, individual plans and reports have no long-term administrative use to office staff. Nor are operations plans appraised for permanent retention by the submitting agencies. However, they provide the only line-by-line breakdown of each agency's estimated expenditures. The Budget Management Report (Form P441), a record of the state Comptroller's office, provides a corresponding, line-by-line breakdown of each agency's actual expenditures as of September 30. Taken together, these two series offer a complete picture of each agency's

planned vs. actual expenditures for each fiscal year. Neither the Combined Annual Financial Report (CAFR) nor most agencies' annual reports are detailed enough to provide this information. Not all agencies complete EBO-101s (below) during a fiscal year; nor are all mid-year budgetary changes documented in EBO-101s. Agency operations plans submitted to the Executive Budget Office are therefore appraised for permanent retention. **(Bibliographic Title: Operations Plans)**

- **Appropriation and Allotment Revision Forms (EBO-101).** State entities file these forms with the Executive Budget Office to alter budgeted appropriations or quarterly allotments, either due to program changes or to alterations in other funding sources. Information in Form 101 includes the fiscal year, program number, fund number, and amount of change. Also provided is a breakdown of the revision (such as increases/decreases in departmental receipts, federal funding, proration, etc.) and the reasons behind it. The forms are signed by the department head, the finance director and the governor. Appropriation and Allotment Revision Forms provide the only documentation of changes to state entities' original budgets. They are essential for understanding the nature of such alterations, and the reasons and processes behind them. **(Bibliographic Title: Appropriation and Allotment Revision Forms)**

## **Administering Internal Operations**

- **Administrative Correspondence.** These records consist of correspondence by the Assistant Finance Director for Fiscal Operations/State Budget Officer, or other senior staff, that pertains to major policy issues, rather than routine business operations of the office. Correspondence with the governor, finance director, or other agency heads would also be included. **(Bibliographic Title: Administrative Correspondence)**
- **Website and Social Media Site(s).** The Executive Budget Office maintains a website at <http://www.budget.state.al.us/>. The website contains forms required by state entities to complete the budgeting process. The office may also participate in social media sites. ADAH archivists capture and preserve agency websites, and other social media sites, through a service offered by the Internet Archive (Archive It). This series documents the office's functions and interaction with budgeted entities and the public. **(Bibliographic Title: Website and Social Media Site[s])**

**III. Records No Longer Created.** The following records are no longer created by the EBO, either because the records themselves are obsolete, or because responsibility for creating them has been transferred to another state entity.

- **Monthly Operations Reports (EBO Form 8).** EBO Form 8 is still used by budgeted entities for creating annual operations reports. Formerly, the Executive Budget Office also used it to create Monthly Operations Reports, which compared an entity's actual vs. budgeted expenditures. Monthly reports were generated at the beginning and end of each fiscal year, or at other times if the entity has made appropriation/allotment changes during any given month. However, the comptroller's office now generates operations

reports, so the Executive Budget Office no longer creates or maintains them. Any remaining records are disposable.

- **Completed and Approved Statewide Cost Allocation Plans.** Statewide Costs Allocation Plans are used to recover federal money by applying central service costs to federal programs. The plan provides state agencies with costs that can be considered part of the operating costs for each agency for a particular year. As outlined by the Code of Federal Regulations 45 § 74.53, the Statewide Costs Allocation Plan is to be retained for three years after the plan has been replaced and after all relevant audits have been completed. These plans were formerly created by the finance department's Budget Division, but they are now created by the Accounting Division and covered in its RDA. Although the plans were appraised as permanent in 1987, (related drafts and correspondence were appraised for three-year retention), none was ever accessioned by the ADAH. Any plans still in Executive Budget Office custody should now be disposable, in compliance with the CFR requirement and the Accounting Division's RDA.
- **Monthly Budget Variance Reports (End-of-Fiscal-Year Report).** Created for all budgeted entities, Monthly Budget Variance Reports compared budgeted with actual expenditures, showing the percentage of variance between the two. Generated for each program and program element, they assisted the budget division in overseeing the proper expenditure of allotted funds. Each report included year-to-date figures, as well as those for the current month. Because end-of-fiscal year variance reports recorded the difference between entities' original annual budgets and actual expenditures, they were appraised as permanent in 1987. Once they were transferred to the Archives, reports from earlier months became disposable. These records have been replaced by Budget Management Reports, which are issued by the state comptroller's office and posted quarterly on the office's website. The current disposition calls for any end-of-fiscal year reports remaining in the office's custody to be transmitted to the Archives. **(Bibliographic Title: Monthly Budget Variance Reports [End-of-Fiscal Year Reports])**
- **PSCA General Ledgers.** These records, formerly created by the Executive Budget Office, consist of general double-entry account ledgers of transactions made by the Public School and College Authority (PSCA). The ledgers are the record copy of authority transactions. They record all bills paid by the authority and all credits to various accounts from bond issues and appropriations. Debit entries record small purchases of supplies, as well as large capital building expenditures. Currently, the finance department's Division of Debt Management has replaced the Executive Budget Office in administering the PSCA. Because these records were appraised as permanent in 1987, disposition requirements call for any PSCA ledgers remaining in the office's custody to be transmitted to the Archives. (They are not currently covered in Debt Management's RDA.)
- **Special 1982 Governor's Bond Issue File.** These records document the fiscal history of programs that benefit, or benefited, from a bond issued by the governor in 1982. Included in the files are the bond prospectus, copies of the allotments received by each program,

and information on the amount due on the bond each year. Although these records were not originally appraised as permanent, RDA disposition instructions call for them to be transmitted to the Archives as historical records. So far, the office staff has been unable to locate them, but it will transmit them as agreed if they are found.

## **Permanent Records List**

### **Department of Finance – Executive Budget Office**

#### **Budgeting**

1. Executive Budget
2. Budget Request Packet Instructions

#### **Assisting, Monitoring, and Reporting**

1. Operations Plan Instructions
2. Operations Plans
3. Appropriation and Allotment Revision Forms (EBO-101)

#### **Administering Internal Operations**

1. Administrative Correspondence
2. Website and Social Media Site(s)

## **Department of Finance – Executive Budget Office Records Disposition Authority**

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through 21. It was compiled by the Government Services Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Executive Budget Office, Department of Finance. The RDA lists records created and maintained by the office in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the office to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Services Division at (334) 242-4452.

### **Explanation of Records Requirements**

- This RDA shall govern the disposition of all records, regardless of format, created by the agency from its creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.
- This RDA supersedes any previous records disposition schedules governing the retention of Executive Budget Office records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Certain records and records-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes that may include, but are not limited to: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of

material sent for information purposes but not needed by the receiving office for future business; and internal communications about social activities; and (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff.. They may be disposed of without documentation of destruction.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the Executive Budget Office and lists the groups of records created and/or maintained by the office as a result of activities and transactions performed in carrying out those subfunctions. The office may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular biannual meetings.

*\*Denotes agency vital records, defined as records required to carry on its essential operations, to protect its legal and financial interests, and to assist in its recovery during a period of emergency or natural disaster.*

### **Budgeting**

#### **EXECUTIVE BUDGET\***

Disposition: PERMANENT RECORD.

#### **BUDGET REQUEST PACKET INSTRUCTIONS\***

Disposition: PERMANENT RECORD.

#### **Budget Request Packets\***

Disposition: Temporary Record. Retain 5 years.

### **Assisting, Monitoring, and Reporting**

#### **OPERATIONS PLAN INSTRUCTIONS\***

Disposition: PERMANENT RECORD.

#### **OPERATIONS PLANS\***

Disposition: PERMANENT RECORD.

#### **Quarterly Performance Reports (EBO-10)**

Disposition: Temporary Record. Retain 1 year after audit.

#### **APPROPRIATION AND ALLOTMENT REVISION FORMS (EBO-101)\***

Disposition: PERMANENT RECORD.

#### **Cigarette Tax Files**

Disposition: Temporary Record. Retain until release of audit report.

**Revenue Forecasting Files**

Temporary Record. Retain for useful life.

**Revenue Sharing Interest Files**

Disposition: Temporary Record. Retain 1 year after audit.

**Administering Internal Operations: Managing the Agency****ADMINISTRATIVE CORRESPONDENCE\***

Disposition: PERMANENT RECORD

**Routine Correspondence**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Administrative Reference Files**

Disposition: Temporary Record. Retain for useful life.

**Telephone Logs, Mailing Lists, Appointment Calendars**

Disposition: Temporary Record. Retain for useful life.

**Records documenting the implementation of the commission's approved RDA (copies of transmittal forms to the Archives and the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission).**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Copies of approved RDA**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA is superseded.

**Computer systems documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions)\***

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the board and all permanent records have been migrated into a new system.

**WEBSITE AND SOCIAL MEDIA SITE(S)**

Disposition: PERMANENT RECORD.

*(ADAH staff captures and preserves the agency's website and other social media sites via a service offered by the Internet Archive [Archive It]. Check with ADAH website at [www.archive-it.org/organizations/62](http://www.archive-it.org/organizations/62) to ensure your agency website and social media site(s) are captured and preserved. If your agency's website and social media site(s) are not captured by the service, please contact the Government Services Division at 334-242-4452 to get them included.)*



## **Administering Internal Operations: Managing Finances**

**Records documenting requests for authorization from supervisors to travel on official business either within or outside the state, and other related materials, such as travel reimbursement forms and itineraries**

Disposition: Temporary Record. Retain 1 year following audit.

### **Audit Reports**

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

*\* Note: Original copies of the Executive Budget Office's financial transactions, personnel records, and property management records are maintained by other divisions of the Department of Finance. Therefore, duplicate copies of these records maintained by the Executive Budget Office are not subject to retention requirements.*

## **Records No Longer Created**

### **Monthly Operations Reports (EBO-8).**

Disposition: Obsolete Record. Retain 1 year after audit.

### **Completed and Approved Statewide Cost Allocation Plans (includes correspondence, and related files)**

Disposition: Temporary Record. Retain 3 years following replacement of plan, after all relevant audits have been completed.

### **MONTHLY BUDGET VARIANCE REPORTS (END-OF-FISCAL YEAR REPORTS)\***

Disposition: PERMANENT RECORD. Transmit any remaining records to the Archives.

### **Other Monthly Budget Variance Reports**

Disposition: Temporary Record. Retain until any remaining End-of-Fiscal-Year Budget Variance Report are transferred to the Archives.

### **SPECIAL 1982 GOVERNOR'S BOND ISSUE FILES**

Disposition: PERMANENT RECORD. Transmit to the Archives *[May be removed]*.

### **PSCA GENERAL LEDGERS**

Disposition: PERMANENT RECORD. Transmit any remaining records to the Archives.

# **Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)**

## **Requirement**

Under the Code of Alabama 1975 § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of records of the Executive Budget Office, Department of Finance as stipulated in the document.

One condition of this authorization is that the office submit an annual Records Disposition Authority (RDA) Implementation Report on its records management activities, including documentation of records destruction, to the State Record Commission in April of each year.

## **Recommendations**

In addition, the Executive Budget Office should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The office should designate a managerial position as its records liaison. This position is responsible for: ensuring the development of quality record-keeping systems that meet the office’s business and legal needs, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, submitting an annual report on records management activities to the State Records Commission in April of each year, and ensuring the regular implementation of the office’s approved RDA.
- Destruction of temporary records, as authorized in this RDA, should occur commission-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.
- The Executive Budget Office should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the office chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.
- Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA’s

requirements, the Executive Budget Office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of permanent records in the commission's custody and inspect records destruction documentation. Government Services Division archivists are available to instruct Executive Budget Office staff in RDA implementation and otherwise assist the office in implementing its records management program.

The State Records Commission approved this Records Disposition Authority on April 22, 2015.

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Steve Murray, Chairman  
State Records Commission

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Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

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Kelly Butler, State Budget Officer  
Department of Finance

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Date

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Bill Newton, Acting Director  
Department of Finance

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Date